



Office of the President of the Philippines

NATIONAL YOUTH COMMISSION

"The Voice and Advocate of the Youth"

POLICY GUIDELINES IN THE REGISTRATION OF YOUTH ORGANIZATIONS AND YOUTH-SERVING ORGANIZATIONS

(2017 Revitalized Youth Organization Registration Program (YORP) Guidelines)

ARTICLE I

INTRODUCTORY PROVISIONS

SECTION 1. Definition of Terms.

- (a) **Committee on Active Citizenship.** – The Committee that shall exercise jurisdiction on all matters relating to active citizenship among the youth including engaging the youth in the preservation, safeguarding, development, and promotion of Philippine culture and arts, inculcating volunteerism through the academe and community engagement, and strengthening enabling mechanisms for youth organization and participation, as well as youth registration, accreditation and recognition programs;
- (b) **Commission Proper.** – pertains to the Chairperson and Commissioners of the National Youth Commission sitting as a collegial body;
- (c) **Local Youth Development Office.** – refers to the office established in Local Government Units (LGUs) by virtue of Chapter V, Section 25 of Republic Act No. 1074;
- (d) **National List of Registered and Verified Youth Organizations and Youth-Serving Organizations.** – refers to the list of youth organizations and youth serving organizations whose registration are valid under existing YORP Guidelines;
- (e) **Youth Development Officer.** – refers to the LGU personnel duly appointed or designated by the Local Chief Executive to head the Local Youth Development Office (LYDO);

SECTION 1. Major Classification. – Organizations registering under this program shall be classified primarily into:

- (a) **YOUTH ORGANIZATION** refers to an organization with members in good standing entirely composed of the youth, whose ages range from fifteen (15) to thirty (30) years old with a core advocacy that serves the youth.¹
- (b) **YOUTH SERVING ORGANIZATION** refers to registered organization with members in good standing¹ whose principal programs, projects and activities are youth-related and youth-oriented, and whose compositions are not limited to the youth.

SECTION 2. Organizational Level. – Registering organizations shall be classified according to their scope of memberships and operations as follows:

¹ RA 10742 IRR Rule III, Section 24 (c)



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- (a) **NATIONAL ORGANIZATION** – refers to a youth organization or youth-serving organization with members coming from the three (3) major island groups, and whose major programs are national in nature and scope;
- (b) **INTER-REGIONAL ORGANIZATION** – refers to a youth organization or youth-serving organization with members coming from at least two (2) regions but not from the three (3) island groups, and whose major programs are either regional or national in nature and scope;
- (c) **REGIONAL ORGANIZATION** – refers to a youth organization or youth-serving organization with members coming from at least two (2) provinces within a region and whose major programs are regional in nature and scope;
- (d) **PROVINCIAL ORGANIZATION** – refers to a youth organization or youth-serving organization with members coming from at least two (2) cities and/or municipalities of a province and whose major programs are provincial in nature and scope;
- (e) **CITY/MUNICIPAL ORGANIZATION** – refers to a youth organization or youth-serving organization with members coming from at least two (2) barangays of a city or a municipality and whose major programs are city-wide or municipal in nature and scope

SECTION 3. Sub-Classification. – Registering organizations shall be further classified according to the majority of its membership as follows:

- (a) **COMMUNITY-BASED ORGANIZATION** – refers to a youth organization or youth-serving organization whose programs, projects and memberships are based only in a certain locality or community.
- (b) **FAITH-BASED ORGANIZATION** – refers to a youth organization or youth-serving organization whose membership(s) belongs to a certain religion or sect or religious belief.
- (c) **SCHOOL-BASED ORGANIZATION** – refers to a youth organization or youth-serving organization whose memberships are students belonging to schools or universities/colleges/institutions both private and public legally recognized by the government.
- (f) **CONSORTIUM/FEDERATION** – refers to a youth organization or youth-serving organization whose members are from at least two (2) youth organizations and youth-serving organizations which agreed to consolidate efforts to pursue a common interest.

SECTION 4. Advocacies. - To allow the Commission to determine the specific needs of the organization and maximize their participation in thematic advocacies and activities for the youth, registering youth organization and youth-serving organizations shall further identify their core advocacies with respect to the themes or areas of concern in the Philippine Youth Development Plan.

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ARTICLE II
REGISTRATION

SECTION 5. Requirements. – Registering organizations shall submit the following documentary requirements:

- (a) Official Registration Form;
- (b) Directory of Officers and Advisers;
- (c) List of Members in good standing;
- (d) Copy of Constitution and By-Laws, which should indicate the age and scope of membership; and
- (e) Endorsement or Certification from Appropriate Authority.

SECTION 6. Endorsement or Certification from Appropriate Authority. – Organizations applying for registration shall submit the following if applicable:

- (a) For school-based organizations: Certificate of Recognition from a competent school authority supervising student affairs;
- (b) For faith-based organizations: Certificate of Recognition from any head/pastor of congregation or parish priest;
- (c) For organizations established or founded with the assistance of government agencies, offices and instrumentalities: Certificate of Recognition from the government agency, office or instrumentality;

To expedite the process of verification, the following documents may also be submitted:

- (a) For chapters of multi-level organizations: Certificate of Recognition from the president governing at the highest organizational level;
- (b) For Consortium organizations: Certification of Member Organizations issued by the secretariat/board;
- (c) For organizations registered in the Securities and Exchange Commission, or by other national government registering entities: Certificate of Registration

SECTION 7. Submission. – The documentary requirements of registering youth organizations and youth-serving organizations shall be submitted to the appropriate office²:

- (a) Those municipal or city organizations shall apply for registration at their respective Municipal or City Youth Development Office;
- (b) Those provincial organizations shall apply for registration at their respective Provincial Youth Development Office;
- (c) Those regional and national organizations, and consortiums and federations shall apply for registration to the National Youth Commission.

Hardcopies of the documentary requirements shall be submitted at the Local Youth Development Offices. Electronic/scanned copies shall be forwarded to the National

² RA 10742 Implementing Rules and Regulations Rule III, Section 24 (d)



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Youth Commission for the issuance of the Unique Registration Number (URN) through the YORP Online Hub [yorpnyc.org.ph].

In the absence of a Youth Development Office in a certain local government unit, the organization may apply for special registration and verification with the National Youth Commission. The YORP Secretariat shall post a Directory of YORP-activated LYDOs which will be posted at the YORP Online Hub.

SECTION 8. Notice of Deficiency. – Upon receipt of the documentary requirements for registration, the completeness and correctness of the requirements shall be checked. In case of deficiency, a notice shall be sent to the registering organization by the YDO or YORP Secretariat handling the application.

SECTION 9. Verification. – Upon compliance of all documentary requirements, the office handling the application for registration shall verify the registration information provided by the organization. The following shall be undertaken during verification:

- (a) Physical examination of submitted documents to check falsification or a similar activity;
- (b) Call officers, advisers and randomly selected members to authenticate their awareness of the existence of the organization and their position in such organization;
- (c) Check online presence of the organization in social networking sites, blogs, online news reports which may support legitimacy of the organization; and
- (d) Other modes of verification which may be proposed by the YORP Secretariat to the Commission Proper.

It shall be the responsibility of the YDOs to verify the details of registering YOs and YSOs within their respective provinces, cities and municipalities. The YORP Secretariat shall handle the verification of regional and national organizations, and consortiums and federations.

SECTION 10. Local Registration. – Upon verification of the registration information provided by the organization and it was found out that the organization has met the minimum requirements for a youth organization or youth-serving organization set by the relevant laws, rules and guidelines, the YDO shall docket the name and registration details of the organization in the local list of registered and verified youth organizations and youth-serving organizations maintained by the LYDO.

SECTION 11. Special Registration and Verification. – If the application for registration of a YO or YSO was disapproved by the YDO, such organization may apply for special registration and verification to the National Youth Commission.³ The president of the organization shall put into writing, addressing the NYC Commission Proper through the YORP Secretariat, their request for special registration and verification. The notice of denied registration from the LYDO shall be attached to the letter, together with the documentary requirements prescribed in the above provisions.

SECTION 12. Regional and National Registration. – All application for registration of regional and national organizations, and consortiums and federations, and application for special registration of municipal, city and provincial organizations submitted to the

³ RA 10742 Implementing Rules and Regulations Rule III, Section 24 (g)



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National Youth Commission shall be received by the YORP Secretariat which will check the completeness of the documentary requirements and verify registration information.

Local list of registered and verified youth organizations and youth-serving organizations and attached registration documents shall likewise be received by the YORP Secretariat.

SECTION 14. Requirement of Commission Proper Approval. - The YORP Secretariat shall endorse a list of verified youth organizations and youth serving organizations to the Commission Proper, through the Chairperson of the Committee on Active Citizenship, which shall approve their enlistment in the National List of Registered and Verified Youth Organizations and Youth-Serving Organizations and the issuance of their Certificate of Registration.

SECTION 15. Certificate of Registration issued by NYC. – The Certificate of Registration to be issued by the National Youth Commission shall contain the following:

- (a) Name of the Organization;
- (b) Classification of the Organization;
- (c) Address of the Organization;
- (d) Unique Registration Number (URN);
- (e) Date of Registration;
- (f) Date of Expiration of Registration;
- (g) Name and signature of the NYC Chairperson; and
- (h) YORP Seal.

ARTICLE III

ANNUAL SUBMISSION OF REPORTS

SECTION 16. Requirement of Submission. – All registered organizations shall submit an annual accomplishment report and updates on organizational information annually, following the prescribed format of the YORP Secretariat.

ARTICLE IV

RENEWAL OF REGISTRATION

SECTION 17. Validity. – The Certificate of Registration shall be valid for a period of three (3) years, subject to the annual submission of required documents, for purpose of updating the registration documents.

SECTION 18. Renewal. – Any organization which seeks for renewal of its registration shall file, one month before the expiration of its registration submitting the requirements prescribed in this Article. The same procedures shall be observed.

SECTION 19. Certificates under previous policies. – The certificate of registration of all organizations currently registered under the previous policy shall remain valid until the date of expiration of registration specified therein. However, should an organization renew its registration under this new policy guidelines, its Certificate of Registration shall be valid for three (3) years from the date of approval of its renewal of registration.



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ARTICLE V

REVOCATION OR SUSPENSION OF REGISTRATION

SECTION 20. Power of the Commission Proper. – The Commission Proper, after due process has been observed, shall have the power to revoke or suspend the registration of youth organizations or youth serving organizations.

SECTION 21. Grounds for revocation or suspension. – The following shall be the grounds for the revocation and/or suspension of certificate of registration:

- (a) Non-submission of accomplishment reports and other requirements under this policy;
- (b) Unauthorized use of NYC's name, logo and other symbols even if done for the purpose of goodwill;
- (c) Participation of the organization in the planning and/or execution illegal activities;
- (d) Charge of any violation of the Philippine Constitution or laws of the land or rules and regulations of duly constituted authorities and/or violation to any policy, resolution, or rules and regulations of the National Youth Commission; and
- (e) Such other grounds that the Commission Proper may identify through a resolution.

SECTION 22. Resolution revoking YORP Registration. – The Commission Proper shall decide the appropriate punishment to be imposed against erring YORP-registered organizations. The decision of revocation or suspension of registration, and the period of imposition shall be indicated in a resolution. Commission Proper shall promulgate supplementary guidelines on the process of investigation of complaints and revocation or suspension of certificates of registration.

ARTICLE VI

EMPOWERMENT AND ACCREDITATION OF YOUTH ORGANIZATION

SECTION 23. Privileges of Registered Organizations. – The Commission shall ensure that organizations included in the List of Registered Youth Organizations and Youth-Serving Organizations will be provided with adequate trainings, capacity-building activities, and skills program. To this effect, YORP registered organizations shall have the following privileges:

- (a) To represent in congresses and other activities exclusively for YORP-registered organizations;
- (b) To use the YORP Seal in letters, publications, uniforms, collaterals, and other materials produced by the organization; *(The organization shall inform the YORP Secretariat when using the YORP Seal in any of its activities or materials.)*
- (c) To access the organizational training programs offered by the NYC for free;
- (d) To be prioritized in the selection of representatives for youth consultations, NYC-initiated activities, international youth exchange programs, and other avenues which may provide further exposure to the organization; and

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- (e) To request for promotion of organization-initiated programs, projects and activities through the NYC's media outlets.

SECTION 24. Accreditation. – Any organization registered under YORP which satisfies the following requirements shall be entitled for accreditation:

- (a) Has been registered under YORP for at least one year;
- (b) Has actively and consistently participated in NYC-initiated activities;
- (c) Has actively initiated and conducted youth development programs, projects or activities for its membership;
- (d) Maintains proper documentation of programs, projects, activities, and meetings;
- (e) Registered to the Securities and Exchange Commission and Bureau of Internal Revenue.

SECTION 25. Privileges of Accredited Organizations. – Accredited youth organizations shall have the following privileges:

- (a) To be tapped by NYC as partners, facilitator, or resource persons in the crafting, implementation and evaluation of youth development programs, projects and activities;
- (b) To enter into memorandum of agreements with the National Youth Commission for the conduct of youth development programs, projects and activities;
- (c) To request for endorsement for funding to government and non-government organizations from NYC;
- (d) To be qualified to awards and recognition created to reward outstanding youth organizations which had created positive impacts in the country through the implementation of youth development programs, projects and activities.

ARTICLE VII YORP SEAL

SECTION 26. Seal Design. – There shall be a seal for the Youth Organization Registration Program. This shall be developed by the YORP Secretariat guided by the Committee on Active Citizenship, subject to the concurrence and approval of the Commission Proper.

SECTION 27. Seal Functions. – If used by the Commission, the seal shall indicate that the program, project or activity was designed and caters primarily or exclusively for registered organizations.

If used by an organization, the seal shall only indicate that the youth organization is registered under YORP. The use of the seal shall not mean that the activities of the organization had been sanctioned by the National Youth Commission, and nor that NYC is a partner in the activity.

The seal shall not be used in any activities which constitute violation of the Philippine Constitution or laws of the land or rules and regulations of duly constituted authorities and/or violation to any policy, resolution, or rules and regulations of the National Youth Commission.

SECTION 28. Use of Seal. – Only organizations registered through YORP shall have the right to use the seal in their letters, publications, uniforms, collaterals, and other materials



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produced by the organization. The National Youth Commission shall take all legal remedies to reprimand organizations or individuals who illegally used the seal.

ARTICLE VIII PARTICIPATION IN LYDC

SECTION 29. Certificate of Eligibility. – Organizations qualified to participate in the selection of members of Local Youth Development Councils shall be issued with a certificate of eligibility by the Local Youth Development Office or its equivalent.

SECTION 30. Requirements under RA 10742. – To be issued a certificate of eligibility to participate in the Local Youth Development Council election, an organization should be:

- (a) registered under the Youth Organization Registration Program (YORP);
- (b) composed of a minimum number of ten (10) members in good standing⁴; and
- (c) operating in the concerned province, city, and municipality where the organization seeks to participate in its LYDC.

SECTION 31. National, Inter-Regional and Regional Organizations without local chapters. National, inter-regional and regional organizations registered under these guidelines may seek local recognition under LYDOs and participate in LYDC elections, provided that the organization is able to prove that it is based and/or operating within the city, municipality or province where it seeks recognition.⁵

ARTICLE IX SECRETARIAT AND TECHNICAL SUPPORT

SECTION 32. YORP Secretariat. - There shall be a Youth Organization Registration Program (YORP) Secretariat. The Secretariat shall be headed by a Registration Officer who shall be based at the NYC Central Office.

SECTION 33. Duties and Responsibilities. – It shall be the duty of the Registration Officer to enforce this policy and see to it that all other policies, programs and projects relevant to YORP shall be properly executed. To this end, he shall perform the following duties and responsibilities:

- (a) Receive and check the completeness of requirements of applications submitted to the National Youth Commission;
- (b) Verify the application information submitted to the National Youth Commission;
- (c) Serve resolutions of revocation or suspension or registration to erring organizations;
- (d) Coordinate with other NYC divisions/units, as well as other government and non-government partners for the conduct of programs, projects and activities for the empowerment of registered organizations;

⁴ RA 10742 Implementing Rules and Regulations Rule III, Section 24 (d)

⁵ RA 10742 Implementing Rules and Regulations Rule Rule III, Section 24 (d)(4)



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SECTION 34. YORP Database. – The Registration Officer shall maintain a database of YORP-registered organizations which can be accessed by other NYC divisions and units upon the approval of the Registration Officer.

SECTION 35. Requirement for Reporting. – A summary report shall be submitted by the Registration Officer to the Commission Proper at the end of each quarter. The report shall indicate the following:

- (a) Total number of registered and verified youth organizations at the end of the quarter;
- (b) Total number of applications received in the quarter; and
- (c) Total number of applications approved in the quarter;

Data on YORP reports should be disaggregated based on major classification, organizational level, sub-classification, advocacy themes, and geography.

SECTION 36. Publication of Organization Information. – The list of registered and verified youth organization and youth-serving organizations together with organizational information submitted upon application shall be published by the YORP Secretariat in the NYC official website and YORP online hub.

SECTION 37. Confidentiality. – All submitted personal information of organization officers and/or members by YORP-registered organizations shall be treated with confidentiality by the National Youth Commission. No government or non-government organization shall be provided personal information of organization officers and/or members without their consent.

ARTICLE X **FINAL PROVISIONS**

SECTION 38. Effectivity. This policy shall take effect on the date of approval.

SECTION 39. Posting. The same shall be posted in the official website of the National Youth Commission.

SECTION 40. Amendments. Any amendments hereof shall be made through a resolution by the Commission Proper.